

## Seamless Summer Option (SSO) Claim Guidance During School Closures

- Seamless Summer Option (SSO) claims for reimbursement are filed through the Child Nutrition Program website (<http://cnp.doe.louisiana.gov>) under the green School Food Service tab. As with all claiming through the CNP Website, log-in access is required in order to access the claim feature.
- SSO claims are submitted through the same process as the National School Lunch Program (NSLP) and School Breakfast Program (SBP), which includes filing of the claim following the end of the claim period (or month).
- SSO meal count data will be reported separately from any applicable NSLP/SBP meal data for the school site; SSO line items will appear in **GREEN** in the claim for all sites operating SSO. A screenshot of this can be viewed below.

Jul 2019

Aug 2019

Sep 2019

Oct 2019

Nov 2019

Dec 2019

Jan 2020

Feb 2020

Mar 2020

Completed Claims

Waiting Claims

Open Claims

Claim Month : Mar 2020

Status: Open

Invoice Number:

Amendment: 0

Amendment Number

Status

Submission Date

Decision Date

Original Claim

Open

School Participation Data

SFA Claims Data

Review

Print This Page

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS								
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)	
View	0	0	0		✓ LUNCH	0		0	0	0	0	0	0
					✗ BREAKFAST								
					✓ SN BREAKFAST	0		0	0	0	0	0	
					✗ SNACK								
					✓ Free SNACK	0			0		0	0	
View	0	0	0		✓ LUNCH	0		0	0	0	0	0	
					✗ BREAKFAST								
					✓ SN BREAKFAST	0		0	0	0	0	0	
					✗ SNACK								
					✓ Free SNACK	0			0		0	0	
View	0	0	0		✓ LUNCH	0		0	0	0	0	0	
					✗ BREAKFAST								
					✓ SN BREAKFAST	0		0	0	0	0	0	
					✗ SNACK								
					✓ Free SNACK	0			0		0	0	
	0	0	0		✓ LUNCH	0		0	0	0	0	0	
					✗ BREAKFAST								
					✓ SN BREAKFAST	0		0	0	0	0	0	
					✗ SNACK								
					✗ Free SNACK								
					✗ SUPPER								

- The same claim deadlines apply to SSO, as for any other Child Nutrition Program (CNP) claims filed.
- The final deadline to submit the claim is the 60<sup>th</sup> calendar day following the claim period, but sponsors should aim to submit claims by the 10<sup>th</sup> of the month following the claim period.

- For each site that has offered SSO Meals during the applicable claim period, the following site-level SSO Data will be required in completing the claim. To begin site-level data entry, first click on the **“view”** button located immediately below the site name.
  - Total enrollment and free eligibility:** these data points may be reported as the highest number of meals provided on any given day of SSO operations for the applicable claim period. In these cases, total enrollment reported will be equal to free eligibility.
  - Total Attendance:** this data point will reflect the total number of SSO reimbursable meals provided during the claim period.
  - School Days:** total number of SSO operating days for the claim period.
  - Reduced and Paid Eligibility:** no edits are needed to these fields. These will remain reported as zeroes due to area eligibility (all eligible participants receive free meals under the SSO).

**PLEASE BE SURE TO INPUT SSO SITE-LEVEL DATA IN THE TABLE SHADED IN GREEN, AS THE FIRST TABLE TO DISPLAY IS FOR NSLP/SBP-OFFERED MEALS. SEE SCREENSHOT CONTAINING BOTH TABLES BELOW:**

An example is provided below. In this example, the school in which the claim is being entered operated under the SSO for 12 days in March 2020, with the total attendance (sum of meals) reported at “6,000” and the highest meal count on any given day reported at “550”.

Reduced Eligibility	0	Free Eligibility	550
Paid Eligibility	0	Total Enrollment (Not to exceed 0)	550
Total Attendance	6,000	School Days	12
ADA (Total Attendance ÷ School Days)			Prepopulated by website

- Additionally, the **total reimbursable meals (by type)** for the claim period will be entered into this section, in the area immediately below the table containing eligibility, attendance, enrollment, and school days data.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	12		0	6,000	0	0	0
BREAKFAST							
SN BREAKFAST	12		0	6,000	0	0	0
SNACK							
FREE SNACK							
Supper							

